

PURCHASING OFFICER ROLE

Role Summary

The Purchasing Officer Role consists of one grade (11). Incumbents purchase department equipment and supplies following state procurement guidelines; monitor and record the management of department assets; and coordinate state procurement cards for the department; and advise department personnel on purchasing rules, policies, and procedures. Primary contacts are with the division administrator, Financial Management Bureau staff, department employees, external agencies, and vendors.

Working Conditions

Considerable time is spent on the phone and at a computer terminal. Work may involve stressful situations due to work deadlines and volume.

Education and Experience

- Grade 11: competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation and two years of purchasing experience including one year of accounting experience. Other combinations of education and experience will be evaluated on an individual basis.

Department Core Competencies

In addition to the role specific competencies, there are four, department core competencies that all employees are expected to successfully achieve. These are:

- *Interpersonal Skills:* Builds constructive and effective relationships with internal and external customers and is committed to meeting customer needs in a timely and accurate manner. Listens actively and attentively and demonstrates an appreciation of other perspectives. Builds the appropriate rapport required to do business. Openly demonstrates an understanding of and respect for the value of co-workers' contributions to the department mission.
- *Decision-Making and Accountability:* Considers the department's vision, mission, and values in making decisions and taking actions. Identifies and considers possible alternatives before making decisions. Bases decisions on achieving desired outcomes pursuant to the departmental business plan or management direction. Uses a combination of analysis, experience, and sound judgment that results in fairness and consistency, while being accountable for actions. When serious ethical issues are at stake, takes all necessary actions.
- *Commitment to Continuous Improvement:* Ability and willingness to continually seek greater efficiency in agency programs, is results driven, and meets changing requirements in work or direction. Adapts to changing conditions and work responsibilities. Accepts constructive criticism and suggestions and uses them to improve performance.
- *Personal and Work Ethics:* Creates own measures of excellence, and practices what he/she promotes. Sets goals that provide challenges and measures goal attainment regularly. Displays a contagious optimism about the work to be done. Goes beyond traditional ways to address issues despite obstacles or resistance. Is able to generate ideas, fresh

perspectives, and original approaches and engages in open-minded thinking. Employs strategies to promote ideas and proposals to increase probability of acceptance. Mentors others to improve the performance necessary to achieve success. Reflects a belief that the results achieved are a direct result of his/her personal decisions and actions.

Grade Levels

Each grade level lists the essential duties that describe work performed 50 percent or more of the time (predominant work). Established work plans identify day-to-day tasks.

Grade 11

Predominant/Essential Duties

- Purchase supplies and equipment for the department following state procurement guidelines.
- Prepare purchase orders and requisitions.
- Research, initiate, and/or coordinate bids.
- Contact vendors.
- Monitor receipts of purchases.
- Distribute purchases.
- Prepare invoice payment verifications.
- Monitor existing and renewals of maintenance and service contracts.
- Assist in maintaining department assets through the Statewide Accounting Budgeting Human Resource System (SABHRS) asset management module.
- Issue Property Accountability Management System (PAMS) identification numbers, coordinate recording of assets into Helpdesk Expert Automation Tool (HEAT), and maintain equipment inventory.
- Monitor surplus equipment and coordinate disposals.
- Advise department personnel on purchasing rules, policies, and procedures.
- Coordinate distribution and guidelines for use of the state procurement cards.
- Research, mediate, and resolve vendor disputes.

Competencies and Degrees of Proficiency

The Competency/Proficiency Chart identifies the role specific competencies, degrees of proficiency, and guidance required for each grade level. Role specific competencies describe the knowledge, skills, and abilities required to perform the essential duties. The degrees of proficiency indicate the difficulty and/or complexity level of the tasks and assignments.

Competency/Proficiency Chart - Purchasing Officer Role

Competencies	Grade 11 Minimal Guidance
Proactively focus efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions, and results. Follow issues through to completion.	B
Demonstrated ability to think creatively and recommend innovative solutions.	C
Demonstrated skill and ability to work on multiple tasks.	B
Demonstrated research skill relative to the role.	B
Demonstrated analytical skills relative to the role.	B
Demonstrated knowledge of purchasing rules, policies, procedures, and state procurement guidelines.	C
Demonstrated ability to provide timely and effective written, oral, and interpersonal communication.	C
Demonstrated knowledge and skill of word processing, spreadsheet, database, and software applications/programs relative to the role.	B

Degree of Proficiency

A: A degree of knowledge, skill, or ability commensurate with elementary-level tasks and assignments.

B: A degree of knowledge, skill, or ability commensurate with intermediate-level tasks and assignments.

C: A degree of knowledge, skill, or ability commensurate with advanced-level tasks and assignments.

D: An advanced degree of knowledge, skill, or ability commensurate with considerable experience and the application of the competency to non-standard tasks and assignments.

E: The most advanced degree of knowledge, skill, or ability, evidencing complete mastery and understanding of the subject.